



Monthly Status Report



CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

Status report for EPA (OCSP) Support

Prepared for: Federal Consulting Group (FCG) US Department of the Interior ATTN: Jessica Reed, Program Manager Email: jessica_reed@ios.doi.gov Or ATTN: Kekoa Tinnell Email: kekoahauoli_tinnell@ios.doi.gov	Prepared by: LDSS Corp 5100 Springfield Pike, Suite 104 Dayton, OH 45431 www.ldsscorp.com
--	--

Task Title: EPA (OCSP)

Reporting Period: November 2021

Task Manager(s): Elaine Wright, Ramona Trovato, Mike Flynn, Michelle Roden

Summary Statement/Description: Provide support in the areas of purpose of this call order is to provide coaching, consulting, and facilitation services to the Federal Consulting Group (FCG) in support of the Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSP). OCSP has a variety of on-going organizational improvement and strategic planning projects that require the participation of subject matter experts and experienced facilitators to ensure success.

A. Activities/Time During Reporting Period:

The following activities/tasks were completed during this reporting period.

TASK	FACILITATION SUPPORT	Name of OCSP Requestor	Consultant	Hours	Date of Service
	No Activity				
			Elaine Wright	(total)	
	No Activity				
			Ramona Trovato	(total)	
	No Activity		Mike Flynn		
				(total)	
TASK	COACHING / CONSULTING	Name of OCSP Requestor	Consultant	Hours	Date of Service

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

	No Activity				
			Elaine Wright	(total)	
	(b) (6)	Coachee	Trovato	1.00	11/8/2021
	(b) (6)	Coachee	Trovato	1.50	11/30/2021
	(b) (6)	Coachee	Trovato	1.00	11/19/2021
	(b) (6)	Coachee	Trovato	1.50	11/8/2021
	(b) (6)	Coachee	Trovato	1.50	11/5/2021
	(b) (6)	Coachee	Trovato	1.00	11/19/2021
	(b) (6)	Coachee	Trovato	1.00	11/5/2021
	(b) (6)	Coachee	Trovato	2.50	11/12/2021
	(b) (6)	Coachee	Trovato	1.00	11/19/2021
			Ramona Trovato	(total) 12.0	
	No Activity				
			Mike Flynn	(total)	
	(b) (6)	Coachee	Roden	1.0	11/8/21
	(b) (6)	Coachee	Roden	1.0	11/10/21
	(b) (6)	Coachee	Roden	1.0	11/17/21
			Michelle Roden	(total) 3.0	
TASK	PROGRAM REVIEW / ANALYSIS	Name of OCSP Requestor	Consultant	Hours	Date of Service
	(b) (6)	(b) (6)	Wright	1.5	11/1/2021
	Climate Assessment - Report	(b) (6)	Wright	2.75	11/1/2021
	Climate Assessment - Listening Sessions + Prep	(b) (6)	Wright	3	11/2/2021
	Climate Assessment - Interview	(b) (6)	Wright	1.25	11/2/2021
	Climate Assessment - Interviews (2)	(b) (6)	Wright	2.25	11/3/2021
	Climate Assessment - Status DAA	(b) (6)	Wright	0.5	11/4/2021
	(b) (6)	(b) (6)	Wright	1.25	11/4/2021
	Climate Assessment - Interview	Rick	Wright	1.5	11/5/2021

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

	Climate Assessment - Interviews - Notes + Themes	(b) (6)	Wright	5	11/5/2021
	Climate Assessment - Interviews - Finalize notes	(b) (6)	Wright	0.5	11/6/2021
	Climate Assessment - Listening Sessions - Compile responses, summaries + synopses	(b) (6)	Wright	5	11/9/2021
	Climate Assessment - Listening Sessions - Edit responses, summaries + synopses	(b) (6)	Wright	1	11/10/2021
	Climate Assessment - Report	(b) (6)	Wright	2	11/10/2021
	Climate Assessment - Report	(b) (6)	Wright	6	11/11/2021
	Climate Assessment - Interview + Notes	(b) (6)	Wright	3	11/12/2021
	Climate Assessment - Revised Budget Estimate	(b) (6)	Wright	0.5	11/15/2021
	Climate Assessment - FCG Coordination Call	(b) (6)	Wright	1.5	11/15/2021
	(b) (6)	(b) (6)	Wright	2.5	11/15/2021
	Climate Assessment - Developed PPT for DAA Briefing	(b) (6)	Wright	2.5	11/16/2021
	Climate Assessment - Report	(b) (6)	Wright	6	11/16/2021
	Climate Assessment - PPT revisions for DAA Briefing	(b) (6)	Wright	0.5	11/17/2021
	Climate Assessment - Report	(b) (6)	Wright	1.5	11/17/2021
	(b) (6)	(b) (6)	Wright	1.5	11/17/2021
	Climate Assessment - Report to Mike and Ramona	(b) (6)	Wright	4	11/19/2021
	(b) (6)	(b) (6)	Wright	1.5	11/19/2021
	Climate Assessment - FCG Coordination Call	(b) (6)	Wright	1	11/19/2021
	(b) (6)	(b) (6)	Wright	1.5	11/22/2021
	Climate Assessment - DAA Briefing and Preparation	(b) (6)	Wright	2	11/23/2021
	(b) (6)	(b) (6)	Wright	2	11/29/2021
	Climate Assessment - FCG Coordination Call	(b) (6)	Wright	1.25	11/29/2021

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

	OCSPP - Prepare required EPA reports	OCSPP	Wright	0.5	11/30/2021
			Elaine Wright	(Total) 66.75	
	(b) (6)	(b) (6)	Trovato	1.00	11/12/2021
	(b) (6)	(b) (6)	Trovato	2.00	11/9/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/1/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/4/2021
	(b) (6)	(b) (6)	Trovato	1.50	11/4/2021
	(b) (6)	(b) (6)	Trovato	1.50	11/8/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/19/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/22/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/15/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/29/2021
	(b) (6)	(b) (6)	Trovato	1.50	11/15/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/29/2021
	(b) (6)	(b) (6)	Trovato	1.25	11/22/2021
	(b) (6)	(b) (6)	Trovato	3.00	11/29/2021

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

	(b) (6)				
	(b) (6)	(b) (6)	Trovato	1.50	11/5/2021
	(b) (6)	(b) (6)	Trovato	2.00	11/8/2021
	(b) (6)	(b) (6)	Trovato	1.50	11/14/2021
	(b) (6)	(b) (6)	Trovato	1.00	11/8/2021
	(b) (6)	(b) (6)	Trovato	2.00	11/14/2021
	(b) (6)	(b) (6)	Trovato	2.00	11/9/2021
	Looking Forward -- Analyze interviews, identify themes, prepare summaries and Report Prep	(b) (6)	Trovato	5.00	11/16/2021
	Looking Forward -- Begin review and revision of draft of Climate Assessment Report and Appendices	(b) (6)	Trovato	2.00	11/26/2021
	Looking Forward -- Check in with DAA	(b) (6)	Trovato	0.50	11/23/2021
	Looking Forward -- Check in with FCG re report contents, edits, revisions.	(b) (6)	Trovato	1.00	11/29/2021
	Looking Forward -- Draft Report Review	(b) (6)	Trovato	0.50	11/3/2021
	Looking Forward -- Edit, revise Interview Overview, Themes, Summaries	(b) (6)	Trovato	1.50	11/19/2021
	Looking Forward -- FCG Meeting to discuss revisions to report	(b) (6)	Trovato	1.00	11/22/2021
	Looking Forward -- Interview 10	(b) (6)	Trovato	1.00	11/5/2021
	Looking Forward -- Interview 6	(b) (6)	Trovato	1.00	11/3/2021
	Looking Forward -- Interview 7	(b) (6)	Trovato	1.00	11/3/2021

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

	Looking Forward -- Interview 8	(b) (6)	Trovato	1.00	11/4/2021
	Looking Forward -- Interview 9	(b) (6)	Trovato	1.00	11/4/2021
	Looking Forward -- Listening Session 1	(b) (6)	Trovato	1.25	11/2/2021
	Looking Forward -- Listening Session 2	(b) (6)	Trovato	1.25	11/2/2021
	Looking Forward -- Meeting among FCG Consultants to review findings and plan report preparation	(b) (6)	Trovato	1.00	11/15/2021
	Looking Forward -- Meeting with FCG to discuss report, briefing for DAA, top issues and actions	(b) (6)	Trovato	1.00	11/19/2021
	Looking Forward -- Research	(b) (6)	Trovato	0.50	11/1/2021
	Looking Forward -- Review materials	(b) (6)	Trovato	0.50	11/14/2021
	Looking Forward -- Review, Edit, and Revise Appendices	(b) (6)	Trovato	5.00	11/27/2021
	Looking Forward -- Review, Edit, and Revise Appendices share with FCG colleagues via email	(b) (6)	Trovato	7.00	11/28/2021
	Looking Forward -- Summarize Interviews and Identify themes	(b) (6)	Trovato	3.00	11/11/2021
	EPA -- Admin Reports	OCSPP	Trovato	0.50	11/30/2021
			Ramona Trovato	(total) 66.25	
	Looking Forward Project (LF): Attend and prepare notes for Listening Session #4	(b) (6)	Flynn	0.75	11/02/2021
	LF: Initial research on FEVS results for OPPT	(b) (6)	Flynn	1.00	11/05/2021
	LF: Check-in call with E. Wright and R. Trovato	(b) (6)	Flynn	1.00	11/15/2021
	LF: review draft report and continue FEVS analysis	(b) (6)	Flynn	1.00	11/15/2021
	LF: Review and comment on draft report, provide revisions	(b) (6)	Flynn	2.00	11/15/2021

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

	LF: Review and comment on draft report, provide revisions	OCSP	Flynn	1.00	11/16/2021
	LF: Complete FEVS analysis, review presentation for DAA status briefing	(b) (6)	Flynn	2.50	11/17/2021
	LF: check-in call with E. Wright and R. Trovato	(b) (6)	Flynn	1.00	11/19/2021
	LF: Review and edit draft report	(b) (6)	Flynn	2.50	11/22/2021
	LF: Coordination call w/R. Trovato	(b) (6)	Flynn	0.5	11/22/2021
	LF: Participate in status briefing for DAA	OCSP	Flynn	0.5	11/23/2021
	LF: Review and edit draft Findings section of report	(b) (6)	Flynn	4.00	11/26/2021
	LF: Incorporate revised Findings section into report and complete refinements to other sections	(b) (6)	Flynn	1.00	11/28/2021
	LF: Check-in call with E. Wright and R. Trovato	(b) (6)	Flynn	1.00	11/29/2021
	LF: Revise draft Findings section of report	(b) (6)	Flynn	3.00	11/30/2021
	Prepare EPA required reports	OCSP	Flynn	0.50	10/30/2021
			Mike Flynn	(total) 23.25	

B: Problems and Corrective Action Taken: N/A

C: Government Action Required: N/A

D: Schedule, If Applicable: N/A

E: Trip Summary / Conferences Attended, If Applicable:

F: Planned Activities/Time Next Reporting Period:

The following activities/tasks are planned during the next reporting period.

	Consultant	Hours
TASK – FACILITATION SUPPORT		

CO# 136 D0422F0035 IA 12020 A1 (IA POP 11/9/2021 – 11/8/2022)

• No Activity Planned	Elaine Wright	0.0
• No Activity Planned	Ramona Trovato	0.0
• No Activity Planned	Mike Flynn	0.0
TASK – COACHING / CONSULTING		
• Executive Coaching	Elaine Wright	2.0
• Executive Coaching	Ramona Trovato	15.0
• No Activity Planned	Mike Flynn	0.0
• Executive Coaching	Michelle Roden	3.0
TASK - PROGRAM REVIEW/ANALYSIS		
• Great Place 2 Work • Core Values Initiative • Employee Engagement • Integrity Project	Elaine Wright	58.0
• OPS • Great Place to Work ○ Strategic Planning ○ Employee Engagement ○ Core Values ○ Leadership Development ○ DEAI ○ Integrity Project	Ramona Trovato	65.0
• Integrity Project	Mike Flynn	20.0

G: Hours Summary

Consultants	Elaine Wright	Mike Flynn	Ramona Trovato	Michell Roden
Nov Hours Used	78.25	23.25	66.75	3
Total Hours Used To Date	78.25	23.25	66.75	3
Projected Hours for Dec 2021	60.0	20.0	80.0	5.0